

STANDARD FORM NO. 64

~~CONFIDENTIAL~~
Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Management Officer

DATE: 12 April 1949

FROM : Executive Assistant Director, OCD

SUBJECT: Amendment of Table of Organization for Office of Collection
and Dissemination - Industrial Register

1. The constantly increasing amounts of incoming intelligence information which must be processed by this Register if it is to fulfill its responsibilities, plus the constantly amounting demands for information contained in the Register, make it necessary that this Office request an additional Intelligence Analyst, P-1. Recognizing the limitations of budget and personnel ceiling, the following shift in T/O is requested:

	<u>Alteration in Budget</u>	<u>Additional Funds Required</u>	<u>Additional Personnel Required</u>
	<u>Withheld</u>	<u>Allotted</u>	
*U.G.-7	\$2,423.04		
**P-4 to P-2	1,504.80	None	None
New position P-1		\$2,974.80	

2. Reallocate one Clerk-Stenographer, CAF-4, Bureau No. 2879, to a Senior Clerk, CAF-4, position. The increased high level clerical work, plus the determination that stenographic ability and experience is not required for this position, makes it necessary to prepare a new job description for this position.

	<u>Alteration in Budget</u>	<u>Additional Funds Required</u>	<u>Additional Personnel Required</u>
Same salary		None	None

25X1

* This position to be eliminated.

** The level of this position has been lowered and the P-2 position has been written and approved by Classification Division, Personnel.

JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 3 NO CHANGE
IN CLASS/ ~~DECLASS~~ /CLASS CHANGED TO: TS S C RET. JUST. 12
NEXT REV DATE 89 REV DATE 14.5.79 REVIEWED 3 29 35 TYPE DOC. 02
NO. PGS 2 CREATION DATE _____ ORG COMP 201 OFI _____ ORG CLASS C
REV CLASS C REV COORD. _____ AUTH: HR 70-3